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31 July 1959

MEMORANDUM FOR THE RECORD

SUBJECT: DTR Staff Meeting

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1. [REDACTED]

2. The President was requested to lay the cornerstone of the new building on a Saturday. This is being rescheduled for 1700 on some October Friday.

3. There will be an Administration and Support Officers meeting again this year sometime in September or October [REDACTED] Bill [REDACTED] will attend and possibly Mr. [REDACTED]

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4. At the DD/S meeting this week the IG report on the Clandestine Services was discussed. Apparently this report included an allegation that certain DD/S procedures were overbureaucratic. Hence, a committee has been set up on work simplification. OTR will look into its own procedures without waiting for the work simplification committee.

5. There was nothing of consequence as far as Training is concerned in the DD/P meeting this week. Gordon Stewart gave the hump presentation. This was presented as a problem but there were no ideas on solution. Of interest however is the fact that CIA's hump is age 32, the youngest in Government. State's hump is age 42. Hump for government at large is age 39. No mention was made of grades. Mr. Baird wants us to look at OTR Career Service to see if we can come up with any solutions. Offhand remarks by Mr. Baird: Look at 35-40 age group to see if they are really valuable productive persons, looking ahead as careerists; also we might shoot for the physically fit 50-year-old as being most desirable type as instructor.

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6. [REDACTED] proposal - course on information storage and retrieval. This particular course is given in California. R/TR and Mr. [REDACTED] are to go into this. Mr. Baird thinks this course should be made available in the Washington area if it is necessary.

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7. Problem of trainees' notes, specifically with reference to people going from say OTR to [REDACTED] and back to OTR and transporting many notes. Mr. [REDACTED] will meet with [REDACTED] to try to resolve this. 25X1A9a

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8. Mr. Baird noted that the attendance for the Africa series of lectures has been steadily decreasing: 60, 40, 30, 27. Why?

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9. Mr. [REDACTED] are to look into employment of JOT's in ADP. It was suggested that Mr. [REDACTED] look into the possibilities of recruiting from the Air Force people with up to three years experience in using ADP equipment who are now leaving the service. Mr. [REDACTED] reported that [REDACTED] has asked MPD to inquire into this on behalf of all of CIA, both in the Air Force and the Army. 25X1A9a

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10. Mr. Baird noted that there was some difficulty with respect to the [REDACTED] film. Mr. [REDACTED] said we are not having to pay extra for these difficulties.

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11. Mr. [REDACTED] estimated that we have a good potential of 78 persons for the next JOT class. The maximum is 75. Messrs. [REDACTED] are to determine precisely how many [REDACTED] can take (what proportion can actually be Clandestine Services type)?

12. Miss [REDACTED] has been given the job of looking at IG surveys of Training - 1951 survey of OTR in general, 1956 survey of JOTP, and the more recent survey of LAS.

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13. Apparently DD/P has put out a memorandum dated 16 June having to do with an Arabic language program. The burden of this memorandum is that anybody can attempt to sign up for this Arabic language program and if he successfully completes the course, the [REDACTED]

[REDACTED] There should be proper aptitude testing to make sure the product will be valuable to NE Division. Mr. [REDACTED] was told he could bring in one Arabic-speaking instructor. 25X1A9a

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14. No one in Training is to make any commitment to bring on any new professional personnel without the approval of Mr. Baird or Mr. [REDACTED]. Similarly, no commitments may be made to any new clerical candidates without the approval of PO/TR.

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15. Mr. Baird again asked the Staff and School Chiefs to exercise considerably more discretion in the referral of requests for project approval, etc. to him.



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